



City of Manchester Department of Buildings

City Hall -West Wing
One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6475
Fax: (603) 624-6324
e-mail: Building@ManchesterNH.gov

Date: _____

Property Address: _____

Previous Owner(s) Name: _____

Owner(s) Address: _____

SECTION 150.109

TRANSFER OF OWNERSHIP

- (2) No rental property being rented, offered for rent or otherwise occupied under a certificate of compliance shall be bought, sold or otherwise transferred without an application for assignment of certificate of compliance, including the fee, required by this subchapter, having first been filed with the code official.

Section 150.114 (5)

Fees

\$35.00 per certificate to assign a Certificate of Compliance to a new owner.

Date building acquired: ____/____/____

New Owner(s): _____

Address: _____

Home Phone Number: _____ **Work Phone Number:** _____

Other Contact: _____

Fax or E-Mail: _____

Total Amount Due: \$35.00

Make checks payable to: City of Manchester, NH

Certificate Expiration Date: ____/____/____